

Transforming life through education & training

BSB60120

ADVANCED DIPLOMA OF BUSINESS



TABLE OF CONTENTS

Qualification Code & Title	2
Description	
Packaging Rules	
Learners' characteristics and Target Group	
Delivery Mode	
Course Duration	3
Entry Requirements	
Pathways	
Course Credit / RPL	
Unit of Competency	4
Qualification and Statement of Attainment	
Fees for the Qualification	5
Delivery and Assessment Overview	6
Facilities and Equipment	
Support Arrangements	8

QUALIFICATION OVERVIEW

QUALIFICATION CODE & TITLE

BSB60120 ADVANCED DIPLOMA OF BUSINESS

<https://training.gov.au/Training/Details/BSB60120>

DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

PACKAGING RULES

Five (5) five core and five (5) elective units are required for the award of the BSB60120-Advanced Diploma of Business. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

Elective units selected are relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB60120>

LEARNERS' CHARACTERISTICS AND TARGET GROUP

Target groups for the BSB60120 Advanced Diploma of Business are international students who are:

**SEEKING TO
PURSUE A CAREER
IN BUSINESS**

**SEEKING TO
ENTER A NEW
INDUSTRY SECTOR**

**SEEKING
A PATHWAY TO HIGHER
LEVEL QUALIFICATIONS**

Characteristics of the target group are as follows:

Students will usually be new entrants. However, credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter timeframe.

Students will be from a range of countries and may be living in Australia for the first time or may have been here in the recent or more distant past.

Many will speak English as a second language, although an entry level has been set to ensure students are able to complete course work.

Students are expected to typically fall into the age range of 18 – 35 as people still establishing or changing careers.

DELIVERY MODE

This program is delivered in the classroom (face to face).

COURSE DURATION

This qualification will be delivered over

78 Weeks

including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.

ENTRY REQUIREMENT

There are no entry requirements under the training package.

Vocational Skills Australia has the following entry requirements:

International students must:



Be at least 18 years of age and have completed Year 12 or equivalent.



Participate in a course entry interview to determine suitability for the course and student needs and to check the GTE requirements.



Have an IELTS* score of 6.0 (test results must be no more than 2 years old).

English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Successful completion of minimum of (10 to 20) weeks of ELICOS with any provider before commencement of studies with VSA
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>
- Completed The Oxford Test of English to the level at least B1 under Common European Framework of Reference (CEFR)

*Note that other English language tests such as PTE and TOEFL can also be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0 refer the below link for equivalent scores of different English language test providers

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

Language, Literacy and Numeracy

Students will complete an LLN assessment Core Skills Profile for Adults (CSPA) using the LLN Robot test as part of the enrolment process. This ensures that the course is at an appropriate level for students and educational support is provided.

PATHWAYS

Potential employment options are in a range of business industry areas. Students who complete this course may wish to continue their education into higher education qualifications in business or management.



COURSE CREDIT / RPL

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course.

This process is outlined in VSA International Enrolment Policy and Procedures and in Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure.

COURSE STRUCTURE & DELIVERY

UNITS OF COMPETENCY

UNIT CODE	UNIT NAMES	CORE/ ELECTIVE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organizational finances	Core
BSBOPS601	Develop and implement business plans	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organizational digital strategy	Core
BSBINS601	Manage knowledge and information	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective
BSBPMG530	Manage project scope	Elective
BSBLDR602	Provide leadership across the organization	Elective
BSBLDR601	Lead and manage organizational change	Elective

QUALIFICATION AND STATEMENT OF ATTAINMENT

Students will be required to achieve competency in all the above-mentioned unit of competencies to successfully achieve qualification of Advanced Diploma of Business - BSB60120. A statement of attainment is issued if completion of units is less than the above required unit of competencies.

FEES FOR THE QUALIFICATION

The total fee for the qualification includes:

- Enrolment fee: \$250 (Non-Refundable)
- Tuition fees: \$14,750 (this includes all course materials)

Vocational Skills Australia does not require international students to pay more than 50% of course fees prior to course commencement. However, Vocational Skills Australia provides students with the opportunity to pay more than 50% of their tuition fees prior to course commencement if they wish. The dates and amounts of fees are included in the Course Acceptance Agreement (payment Schedule).

Non-tuition fee/additional charges may apply and include:

SERVICES	COST
Application Fee	\$ 250.00 (non-refundable)
National Recognition (Credit Transfer)	No Charge / Nil
Recognition of Prior Learning (RPL): <ul style="list-style-type: none"> • Application Fee; and • Assessment Fee per unit of competency 	\$250.00 \$250.00
Reassessment (per Unit of Competency assessment)	\$200.00, applicable if "Not Satisfactory" Outcome after two consecutive attempts
Reprint of Statement of Attainment	\$50.00
Reprint of Testamur	\$50.00
Photocopying	50C (per black & white) photocopy single side 75C (per color) photocopy single side
Printing: Black and White.	50C (per black & white) printing single side 75C (per color) printing single side
Reissue of Student Card	\$50.00
Issue of Letter for Immigration	\$25.00
Interim Record of Results	\$25.00
Cancellation Fees	\$250.00
Bank dishonour fee	\$100.00
Laptop\Chrome Book (If required by Learner)	\$305.00 + Additional warranty cost for 1 year if required by learner
Debt collection	\$500.00
Late Payment Fee	10% may be charged if payments is made after due date

DELIVERY AND ASSESSMENT OVERVIEW

The qualification is delivered over 78 weeks comprising of:

- Six (6) terms of 10 weeks each (60 weeks total)
- Holiday breaks amounting to 18 weeks (as specified in the timetable)

Students are required to attend 20 hours of classroom training per week.

Homework / unsupervised study hours are expected to be approximately 5 hours a week.

The training and assessment schedule shows the weeks during which training is delivered and assessments conducted for each unit.

The total amount of training provided being structured classroom sessions is 784 hours.

Time scheduled for assessment in class is 416 hours. Homework which is unsupervised and may

include research for assessments and general reading is expected to be on average 5 hours a week.

Total delivery and assessment hours therefore amount to 1,200 hours (60 Weeks x 20 hours/week)

and the volume of learning (i.e., including unsupervised learning of homework) is 1,500 hours.

A detailed breakdown of hours is provided in the Training and Assessment Schedule.

VOLUME OF LEARNING	TOTAL HOURS
Classroom Training Hours	784
Classroom Assessment Hours	416
Unsupervised Study Hours	300
Total hours	1500

Vocational Skills Australia has decided on the course duration and amount of training considering the AQF Volume of Learning, which is typically 1 – 2 years and 1200 – 2400 hours. It is considered that the duration and amount of training provided will allow international students the opportunity to fully absorb the required knowledge, as well as develop skills over time. This amount is not reduced to account for existing competencies, as most learners will not have any prior relevant experience. However, where learners have prior skills and knowledge, they may apply for RPL or credit transfer, which will reduce the course duration if granted.

Vocational Skills Australia operates a system of rolling enrolments meaning that students may commence at the beginning of any unit. Students may enter the qualification after any unit, as there are no prerequisites for any units. The Training and Assessment Schedule is shown in terms, and this represents the scheduling of units on commencement. However, depending on when a student joins the course, the term number will vary.

FACILITIES AND EQUIPMENT

Students will have access to adequate training facilities such as the following:

- Classrooms that are spacious, well-lit with air-conditioning for temperature control.
- Easy student access to bathroom facilities, parking, meal and drink facilities and transport.
- Classroom layout that facilitates student learning (display systems, data projectors).
- Office 365 access through their VSA official email address.
- Wi-Fi connection within campus and in lobby
- Tea & Coffee facilities
- Learning and assessment materials as outlined in this TAS.

In addition, all students who are undertaking this qualification must have the following resources while in class.

- A laptop or computer that is installed with Microsoft Office or similar, VSA can provide laptop on reasonable additional cost for long term borrowing
- Student can use VSA laptop without any cost on casual basis if student does not bring laptop in class.

SUPPORT ARRANGEMENT

Vocational Skills Australia provides learning and welfare support to ensure a supported and successful learning environment for all students. Support arrangements are detailed in the Educational & Support Services Policy and Procedures and details of all student support services are included in the Student Handbook and provided to students at orientation. Students' course progress is monitored throughout the course as per our Course Progress and Intervention Policy and Procedures.



 www.vsa.sa.edu.au

 +61 08 712 32 730  info@vsa.sa.edu.au  [/vocationalskillsaustralia](https://www.facebook.com/vocationalskillsaustralia)

RTO CODE 45121 | CRICOS CODE 03818M